

# State Committee of Interpreters

Volume 3, Issue 1

June 2005

## Governor

The Honorable Matt Blunt

## Department of Economic Development

Gregory A. Steinhoff, Director

## Division of Professional Registration

Alison Craighead, Director

## State Committee of Interpreters

Lisa Guillory, Chairperson  
Columbia, Missouri

Sandy S. Drummond, Secretary  
Hallsville, Missouri

John T. Adams, Member  
St. Louis, Missouri

Lisa Betzler, Deaf Public Member  
St. Louis, Missouri

Tim Eck, Member  
St. Louis, Missouri

Carrie L. McCray, Member  
Fulton, Missouri

Kimberly J. McNulty, Member  
Platte City, Missouri

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Roxy Brockman, Administrative Assistant  
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MISSOURI DEPARTMENT OF ECONOMIC DEVELOPMENT  
DIVISION OF PROFESSIONAL REGISTRATION

This is an official publication of the Division of Professional Registration. Submit articles to: State Committee of Interpreters, P.O. Box 1335, Jefferson City, MO 65102.

## State Committee of Interpreters Meeting Schedule

You will find listed below the tentative schedule of upcoming Committee meetings. The public is invited to attend the open session of the meetings, which generally begins at 1:00p.m. The meeting locations will be at Missouri Division of Professional Registration 3605 Missouri Blvd., Jefferson City, unless otherwise noted.

Friday, June 24, 2005

Friday, September 30, 2005

Thursday, December 15, 2005

## IN THIS ISSUE.....

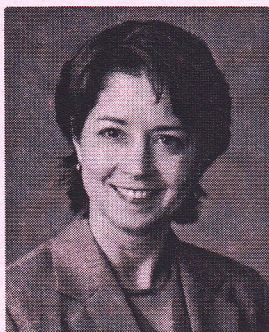
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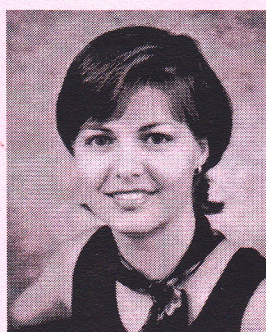
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## Know Your Board Members

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**Lisa Guillory**  
Chairperson  
Columbia, MO  
Term Expires: 10/23/05



**Carrie McCray**  
Member  
Mokane, MO  
Term Expires: 10/9/05  
Comprehensive Level



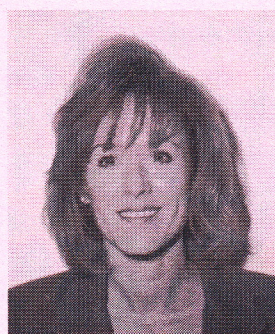
**Lisa Betzler**  
Deaf Public Member  
Ballwin, MO  
Term Expires: 12/11/06



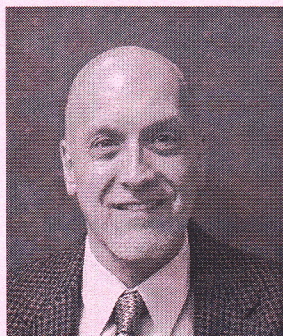
**John T. Adams**  
Member  
St. Louis, MO  
Term Expires: 10/9/07  
Comprehensive Level



**Sandy Drummond**  
Secretary  
Hallsville, MO  
Term Expires: 11/5/04  
Comprehensive Level



**Kimberly McEnulty**  
Member  
Platt City, MO  
Term Expires: 10/9/04  
Comprehensive Level



**Tim Eck**  
Member  
St. Louis, MO  
Term Expires: 10/30/07  
Intermediate Level



## Important Information Related to HB600 & HB978

House Bill 600 (2003) and House Bill 978 (2004) were enacted to increase the tax revenue collected by the State of Missouri. There are several "income tax accountability" provisions requiring the Department of Revenue to take steps to collect income taxes owed by state employees and licensed professionals. As most of you know, one provision was specifically aimed at professionals licensed by the Division of Professional Registration. The language is as follows:

"324.010. All governmental entities issuing professional licenses, certificates, registrations, or permits pursuant to sections 209.319 to 209.339, RSMo, sections 214.270 to 214.516, RSMo, sections 256.010 to 256.453, RSMo, section 375.014, RSMo, sections 436.005 to 436.071, RSMo, and chapter 317, RSMo, and chapters 324 to 346, RSMo, shall provide the director of revenue with the name and Social Security number of each applicant for licensure with or licensee of such entities within one month of the date the application is filed or at least one month prior to the anticipated renewal of a licensee's license. If such licensee is delinquent on any state taxes or has failed to file state income tax returns in the last three years, the director shall then send notice to each such entity and licensee. In the case of such delinquency or failure to file, the licensee's license shall be suspended within ninety days after notice of such delinquency or failure to file, unless the director of revenue verifies that such delinquency or failure has been remedied or arrangements have been made to achieve such remedy. Tax liability paid in protest or reasonably founded disputes with such liability shall be considered paid for the purposes of this section."

This statute requires the Department of Revenue to notify licensees, at the time of application or renewal, that they must file delinquent income tax returns or pay any delinquent taxes owed to the state. Since May of 2003, the Division of Professional Registration has been working with Revenue and the Attorney General's Office to establish procedures and define each agency's responsibilities under this new law.

As of July 2003, the effective date of the new law, the Division has been transmitting licensee data for each renewal cycle. Because of the amount of time that the Department of Revenue has needed for technical implementation of the law, their first notices did not go out to licensees until January of this year.

During the month of January, there were 12,000 licensees who received notices either to file delinquent returns or pay delinquent taxes. Licensees were given 90 days to resolve the issue or have their license disciplined as a matter of law. On July 21, 2004, the division disciplined over 800 licenses.

The law, as written, gives no discretion to either the Department of Revenue or the Division of Professional Registration. Revenue must send notices to every licensee who has no record of filing a return or paying taxes in the three years prior to renewing or applying for licensure. The Division must suspend the license of any licensee that fails to either respond that he or she does not live or work in Missouri, or resolve his or her tax delinquency. There are no appeal rights built into the law, and no right to cure the default after the 90-day period. If a licensee pays his or her taxes or files his or her return even one day after the 90-day period, the license may still be disciplined.

It is very important for you to respond promptly to any notification received from the Department of Revenue, even if you have not lived or worked in Missouri in the last three years. Failure to respond could result in disciplinary action against your license. For some health-care professionals, this means reporting the disciplinary action to the federal health care databases - which may affect his/her ability to practice anywhere in the United States.



## Certification vs. Licensure

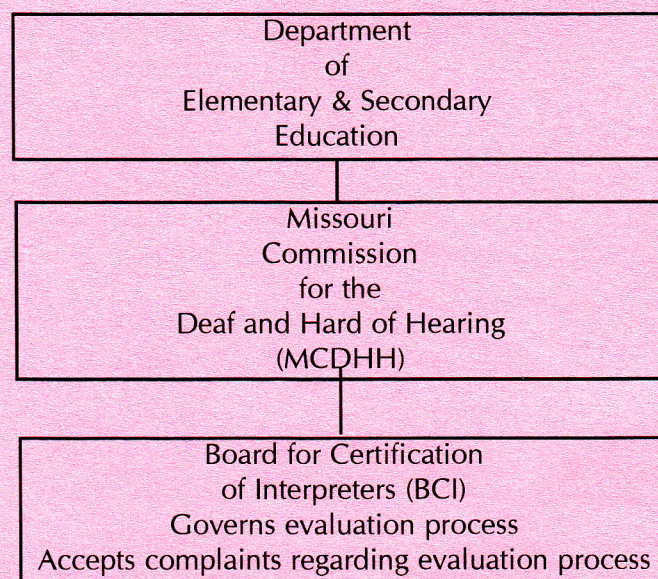
First and foremost, the practicing interpreter must be both Certified and Licensed to provide interpreting services and to be in compliance with the licensure law within the state of Missouri. The Licensure Law outlines the establishment of the Missouri State Committee of Interpreters within the Division of Professional Registration of the Department of Economic Development. The governor with the advice and consent of the senate appoints members to the Missouri State Committee of Interpreters. The purpose of the State Committee of Interpreters is to regulate and govern the practice of interpreting to protect the welfare of the inhabitants of Missouri against the unlawful practice of interpreting. The committee promulgated administrative rules to implement and sustain a system to govern the practice of interpreting and enforces Ethical Rules of Conduct. The administrative rules became effective July 30, 1999. Licenses must be renewed yearly. In addition, the committee handles complaints regarding the practice of interpreting.

The Board of Certification of Interpreters (BCI) established within the Missouri Commission for the Deaf and Hard of Hearing (MCDHH) of the Department of Elementary and Secondary Education (DESE) governs the evaluation process and handles complaints regarding the evaluation process. The governor, with the advice and consent of the senate, appoints members to the board. The purpose of the Board of Certification of Interpreters is to protect the citizens of the state through certification of interpreters by evaluating their competence to practice. In addition, the BCI regulates and requires continuing education to maintain one's certification. The BCI strives to maintain the quality of interpreting services and to establish clear standards of professionalism in the interpreting profession. After an interpreter has completed the certification evaluation and has been granted a certification, the interpreter must then apply for a license in order to work in the state of Missouri as an interpreter.

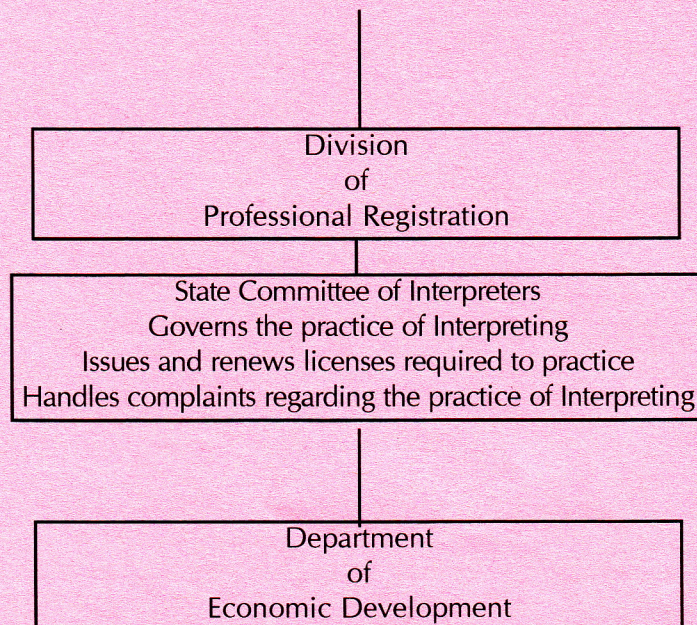
The Missouri State Committee of Interpreters protects the public from inadequate or unlawful services provided by interpreters. In addition to governing the practice of interpreting, licensure enforces a code of ethical conduct promulgated in the administrative rules. The Board for Certification of Interpreters governs the certification process by determining an interpreter's skill

level through the evaluation process. The board also requires an interpreter to maintain certification through continuing education. Although, the agencies are two separate entities governing two separate aspects of interpreting the practicing interpreter must have and maintain both a certification and a license to provide interpreting services in the state of Missouri.

### CERTIFICATION OF INTERPRETERS



### LICENSURE OF INTERPRETERS







*John Adams, Board Member, at the State Committee of Interpreters booth at the 11th Annual Missouri Interpreters Conference, October 19 - 31, 2004 at Tan-Tar-A Resort, Osage Beach.*

## Have You Moved Recently?

Committee rules require all licensees notify the Committee of all such changes by sending a letter to the committee's office in Jefferson City, Missouri, within thirty (30) days of the effective date of the change. Please include a street address to facilitate any express mail deliveries.

Name: \_\_\_\_\_

Home Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ (Home) \_\_\_\_\_ (Work)

Work Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Preferred Contact Address: \_\_\_\_\_ (Home) \_\_\_\_\_ (Work)

E-mail Address: \_\_\_\_\_

Mail to:

**Missouri State Committee of Interpreters**

**P.O. Box 1335**

**Jefferson City, Missouri 65102-1335**



Complaint Statistics							
July 1 - June 30	FY98 97-98	FY99 98-99	FY00 99-00	FY01 00-01	FY02 01-02	FY03 02-03	FY04 03-04
Complaints	4	7	19	6	8	2	3

## Frequently Asked Questions



### When does the license need to be renewed?

An interpreter's license will expire January 31 of each calendar year. A renewal notice is sent to the licensee approximately 60 days in advance of the expiration date.

It is very important to keep the state committee informed of an interpreter's mailing address because the renewal will be sent to the address maintained within the licensee's file. Even if a licensee does not receive a renewal notice, the licensee is responsible for renewing a license.

### What is the cost to renew a license?

The renewal fee is \$90.00.

### What continuing education is required to maintain a license?

Continuing education, also known as permit/certification maintenance (PCM), is regulated by the Missouri Commission of the Deaf and Hard of Hearing and is associated with maintaining a current certification. Questions regarding PCM should be directed to the commission office at 573/526-5205.

### What type of documentation will the interpreter receive to verify licensure?

When an application is approved for licensure, the

interpreter will receive written notification along with a small license suitable for framing and a wallet card.

### What if an interpreter changes an address or has a name change?

Maintaining accurate information is important. If an interpreter has an address change, either call the state committee office, send a brief note listing the changes in address, telephone number, etc. or fax the information to 573/526-0661. If an interpreter has a name change, it must be submitted in writing with a copy of the documentation (i.e. marriage license, court order) authorizing the name change.

### Can an interpreter make copies of the law and rules booklet or form?

Yes.

### How can an interpreter obtain a duplicate license?

If an interpreter misplaces a license or if the license is destroyed a duplicate can be issued. The interpreter must submit the request either by mail, e-mail or fax to the state committee office.

Mail: P.O. Box 1335, Jefferson City, MO 65102

E-mail: [interp@pr.mo.gov](mailto:interp@pr.mo.gov)

Fax: (573) 526-0661

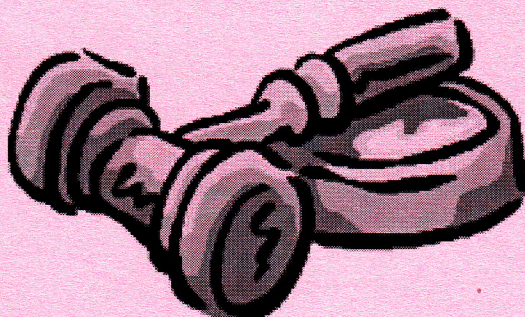
Web: <http://pr.mo.gov/interpreters.asp>



## LICENSES REVOKED DUE TO HB600

During the 2003 legislative session, House Bill 600 passed, which contained provisions regarding the payment of state income taxes as a condition of continued licensure or registration in your profession with the state of Missouri (see section 324.010, RSMo). Notices were mailed in January 2004 from the Missouri Department of Revenue to licensees whose license or registration was subject to renewal who had no record of filing state income tax returns or paying taxes owed. These notices informed licensees of the legislation and stated the tax obligation, and gave licensees 90 days to file and/or pay their taxes, make satisfactory arrangements for payment of the balance due with the Department of Revenue, or show that they had no obligation to file tax returns or pay taxes in Missouri. The following licenses were Revoked on July 21, 2004 due to non-compliance.

Meyer, Lewis	Po Box 594	Joplin	MO	64802
Richard, Theresa A	12927 Beacon	Grandview	MO	64030
Heines, Marsha	14040 Ember Rd.	Craig	MO	64437
Wattler, Cassie L	60 Laverne Street	Warrenton	MO	63383 (Reinstated)
Ellis, Gordon W	602 E Mill Street	Liberty	MO	64068
Hanna, Candace	314 East 70th Terrace	Kansas City	MO	64113
Weber, Molly	9051 Renner Blvd	Lenexa	KS	66219
LaTona, Angela	418 West 89th Apt B	Kansas City	MO	64114
Hoener, Dorothy	3929 Summertime Dr	Saint Charles	MO	63304
Leahy, Anne	3626 Munson Road	Falls Church	VA	22041
Timmons, Kevin	2640 E 34th C-50	Joplin	MO	64804
Bach, Amy	725 S Central St	Olathe	KS	66061
Wheeler, Paula	1409 E 6th St	Joplin	MO	64801





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## **MESSAGE FROM THE EXECUTIVE DIRECTOR**

### **INTERPRETER RENEWALS**

Renewals were mailed November 1, 2004 to the five hundred thirteen (513) licensed Interpreters. The renewals and fees were to be received by January 31, 2005. This was the first year Interpreters could elect to renew on-line. I am pleased to report that 22% of those renewing by January 31, 2005 renewed on-line.

When I ran the numbers on February 1, 2005 ninety four (94) Interpreters had not renewed their license. As of March 1, 2005 40 have not renewed.

We continue to receive inquiries from licensed Interpreters as to the difference between the certification and the license. It is important for all licensed Interpreters to understand that Interpreter certification alone does not allow the practice of interpreting in the State of Missouri. Your certification which is determined by testing and is issued by the Missouri Commission for the Deaf and Hard of Hearing (MCDHH) determines the COMPETENCY level in which a licensed Interpreter can legally practice in the State of Missouri. The license that is issued by the Missouri State Committee of Interpreters (SCI) is the document that LEGALLY allows the Interpreter to practice interpreting in the State of Missouri.

I realize that it is confusing to you the licensee to have two (2) state agencies each issuing separate documents related to the practice of interpreting. I also realize many of you continue to believe that all you have to do is submit your continuing education and fee to MCDHH and that you are then good to go for another year, BUT that is only Part I. Part II is the Application to Renew your license that is mailed to you around November 1 of each year. Not only must you submit evidence of continuing education and a fee to MCDHH, you must also submit the Application to Renew the license and fee to the State Committee of Interpreters. When the State Committee of Interpreters receives the renewal and fee we contact MCDHH to verify the licensee holds a current certification and is current on his/her continuing education. If the certification has expired or if the required continuing education has NOT been submitted to MCDHH, the State Committee of Interpreters cannot issue the license. Even if the Application to Renew and appropriate fee are received but the certification is not current or the required continuing education has not been submitted to MCDHH, the license cannot be issued and you cannot practice as an interpreter within the State of Missouri.

If you continue to practice as an interpreter after midnight January 31 you are practicing illegally and can be referred to the prosecuting attorney in your county of residence or the county where the conduct occurred for prosecution. The Committee also has the authority to seek an injunction against anyone practicing without a license, and to pursue disciplinary action against those holding a license, but who failed to renew the license. Please understand that it is not the goal of the State Committee of Interpreters to pursue legal action against unlicensed individuals, however it is the goal of the State Committee of Interpreters to protect the public. Issuing licenses to only those individuals, who hold a current certification, are current on the continuing education requirements and have submitted the Renewal Application and fee assures that the public is receiving interpreting services by appropriately licensed individuals.

I was not the Executive Director for the State Committee of Interpreters when the legislation passed to enact the licensing of Interpreters. Therefore, your feedback as to how we could improve and/or simplify the process would be beneficial. What can the State Committee of Interpreters do to make it more understandable? What can the State Committee of Interpreters do to assist licensees and prospective licensees to understand the difference between the function of MCDHH and SCI. Thank you in advance for any suggestions you can offer. Feel free to fax your suggestions/comments to 573-526-3489, call the State Committee of Interpreter's office at 573-526-7787 or send it in writing to PO Box 1335, Jefferson City, MO 65102. If you would prefer to not give your name with your suggestions/comments that is fine, as the important issue here is your suggestions/comments.



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## **MENTORSHIP RELATIONSHIPS**

### **4 CSR 232-3.030 Mentorship**

For those of you interested in mentorship, I hope this information will be useful. The State Committee of Interpreters has proposed a rule that would allow for mentorship relationships.

I want to make sure that we are all on the same page as to the definition of mentorship. Mentorship relationships are for practicing interpreters. What we have found as interpreters is that it is really difficult to improve skills while working alone, and a 2 hour workshop just doesn't cut it. This rule provides for supervised mentoring for an interpreter wanting to improve skills in a specific area.

Some basics of the proposed rule are:

- The Mentor/Mentee must fill out the appropriate application.
- Specific goals and evaluation techniques must be identified on the application.
- The mentor must be certified as a MICS Intermediate, Advanced, or Comprehensive, or have a RID/NAD certification recognized by the state and a current license.
- The mentee must be certified at the Novice, Apprentice, or Intermediate level and licensed.
- The mentor and mentee are limited to managing 3 mentor/mentee relationship during a 6 month time period.
- The mentor is responsible for the supervision of the mentee while interpreting an assignment used to satisfy the goals of the mentorship.
- The mentee is only allowed to practice one skill level above their specified skill as stated in the skill level standards while participating in a mentorship and the assignment can be no longer than 2 hours in length.
- ALL members (hearing and deaf) in the assignment must approve of the mentee's involvement.

It is important to understand that this rule does not say that anyone can team with someone and work above their skill level. The only time you can work one level above your skill level is when engaged in an approved mentorship. Mentorship is not teaming for one day or one assignment. This rule is designed for long term relationships to work on specific goals. Working above your skill level in a teaming situation, not mentorship, can result in a complaint being filed for not following established skill level standards.

Mentorships are NOT allowed for Medical, Mental Health, or Legal assignments. Due to the nature of the assignments, an interpreter must hold the necessary certifications before working in these areas. Before the phone calls start..., if an interpreter holds an Intermediate certification and wants to learn more about educational settings, GREAT! That interpreter can work with someone more knowledgeable in that area and learn from them. The interpreter is not practicing above his/her skill level standard, so no application for mentorship is necessary. The same goes for a Comprehensive level interpreter wanting to learn more about in-patient mental health or legal settings. If you are still working within your skill level standard, a mentorship application is not necessary.

The rule itself has more specifics guidelines, but I have run out of space. I would recommend looking up the new rule and talking to those of us on the State Committee of Interpreters, we would be more than happy to answer any questions you might have.



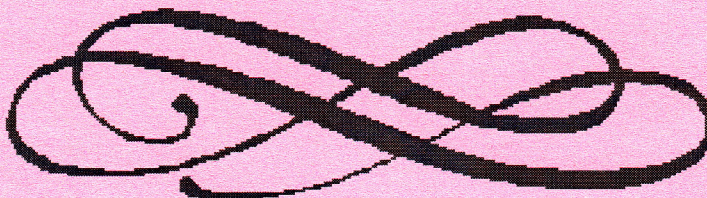
## **Board Member Vacancies**

Are you interested in becoming a member of the State Committee of Interpreters? There are currently two members whose terms have expired during 2004 and who are not eligible for reappointment, as each individual has already served two terms. During 2005, two additional members' terms will expire.

Members of the State Committee of Interpreters are appointed by the governor with advice and consent of the Senate. An individual is appointed for a four-year term, and is eligible to serve for no more than two terms. The membership of the Committee is to reflect the differences in levels of certification, work experience and education. No more than two interpreter educators can be members of the Committee at the same time. To be considered for appointment, individuals must be licensed as an interpreter, United States citizens and residents of the state of Missouri.

If you have additional questions regarding the appointment process or if you know of an interested individual, please contact Alison Craighead, Director, Division of Professional Registration, P.O. Box 1335, Jefferson City, MO 65102, [Alison.Craighead@pr.mo.gov](mailto:Alison.Craighead@pr.mo.gov).

Submitted by Tim Eck.





## **MESSAGE FROM THE DIVISION DIRECTOR**

Greetings!

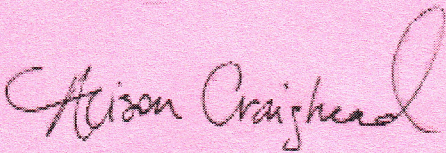
My name is Alison Craighead and I was recently confirmed as Director of the Division of Professional Registration. Prior to my confirmation, I served as the Political Affairs Coordinator for the American Association of Nurse Anesthetists and as the Manager of Government and Political Affairs for the American Dietetic Association in Washington, DC.

As can be expected with any new administration, there are many changes currently taking place within state government. In an effort to make state government more effective, fiscally responsible and service oriented, Governor Blunt has created the Government Reform Commission and charged them with conducting a full review of state government in order to identify opportunities to restructure, reduce or eliminate state government functions. The Division of Professional Registration will begin meeting with designated members of the new Government Reform Commission in April as their review commences.

In the meantime, processes are already underway to consolidate Missouri's information technology systems. Staff members at the Division of Professional Registration are working to ensure that the transition to a centralized IT department is as smooth as possible and that Professional Registration will continue to be able to develop and offer the best services possible to the professionals and public that we serve.

In the short time that I have been a part of Professional Registration, I have enjoyed learning about the various professions housed within the division and look forward to working with many of you during my service as division director.

Sincerely,

A handwritten signature in dark ink, reading "Alison Craighead". The signature is written in a cursive, flowing style with a large loop at the end of the last name.

Alison Craighead